

# APPLICATION FOR ASSOCIATE MEMBERSHIP



Please complete all sections of this application form and ensure that copies of qualification certificates, signed by your sponsor, and your CV, Engineering Practice Report, Organisational Chart, Development Action Plan are attached and the required payment is included. **DO NOT BIND OR STAPLE DOCUMENTS.**

## APPLICATION FOR ASSOCIATE MEMBERSHIP

Please indicate whether:

- New (not previously a member of CIBSE) OR,  
 Transfer/Previous member

Membership Number  Grade

If you already hold Interim or IEng Registration please provide registration number and the name of the Institution:

  

## PERSONAL DETAILS

Title  First Name(s)

Surname

Date of Birth  DD /  MM /  YY

Home address   
Post code

Country

Telephone No

Email

Mobile No

Company name

Work address   
Post code

Country

Telephone No

Email

Preferred mailing address  Home  Work

Preferred email address  Home  Work

## REASON FOR JOINING

What prompted you to submit this application? Select **ONE** only:

- Received a CIBSE mailing/Email/Newsletter  
 Advised by colleague/employer/previous tutor/CIBSE member  
 Attended a CIBSE membership briefing session  
 Found information on CIBSE website  
 Attended a CIBSE event/exhibition  
 Saw article/advert in industry publication  
 Saw information on Twitter/LinkedIn  
 Other (please specify)

## EMPLOYMENT DETAILS

Please submit your curriculum vitae, in chronological order, providing full details of your work experience within the field of building services engineering. This must include dates, full details of the companies you have worked for, the posts you have held, and level of responsibility.

## ENGINEERING PRACTICE REPORT

Please submit an **Engineering Practice Report (EPR)** of approximately 4000 to 5000 words. Your Report should be based on the Competence Criteria for ACIBSE (fact sheet A21). For advice on how to write an EPR please refer to the Application Guidance for ACIBSE (fact sheet A20) and review sample reports at [www.cibse.org/applicanthelp](http://www.cibse.org/applicanthelp)

## ORGANISATIONAL CHART

Please submit an organisational chart indicating your position in the organisation.

## DEVELOPMENT ACTION PLAN

Please submit a statement of how you intend to continue with your personal and professional development, stating your short, medium and long term goals and your intended actions to attain those goals.

## MAIN ENGINEERING DISCIPLINE

Please indicate from the list below your main area of expertise in building services engineering. This information will assist CIBSE in allocating an appropriate assessor to appraise your application.

- Academia  Electrical  
 Energy Management  Environmental  
 Facilities Management  M & E  
 Mechanical  Public Health  
 Other (please specify)

## EDUCATIONAL QUALIFICATIONS

Please list all your post school qualifications below and indicate any exemptions granted and details of any interruptions to your course. Awards shown must be accompanied by a photocopy of the original certificate countersigned by your Sponsor as having seen the original.

University or College	Full title of qualifications gained including subject area	Date course commenced	Course duration	Date qualification obtained	Mode of Study (F/T, P/T, sandwich, etc.)	Year of entry to course (i.e entered in year 1 or 2, 3 due to exemptions)

## INTERVIEW LOCATION

Please tick your preferred interview location and we will take this into account when arranging your interview.

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> North West            | <input type="checkbox"/> South West    | <input type="checkbox"/> Wales               | <input type="checkbox"/> Northern Ireland     |
| <input type="checkbox"/> London and South East | <input type="checkbox"/> North East    | <input type="checkbox"/> Republic of Ireland | <input type="checkbox"/> Hong Kong            |
| <input type="checkbox"/> Scotland              | <input type="checkbox"/> East Midlands | <input type="checkbox"/> Australia           | <input type="checkbox"/> United Arab Emirates |
| <input type="checkbox"/> West Midlands         | <input type="checkbox"/> Yorkshire     | <input type="checkbox"/> Qatar               | <input type="checkbox"/> New Zealand          |

If you have any special requirements please let us know

## SPONSOR'S DECLARATION

Please provide one sponsor, your sponsor should have known you for a minimum period of one year and will be an Associate (ACIBSE), Member (MCIBSE) or Fellow (FCIBSE) of CIBSE and/or registered IEng or CEng with any Engineering Council nominated institution, or will be professionally registered within the construction industry. For further details of the role of the sponsor please see the Application Guidance for ACIBSE (fact sheet A20). **NB.** Sponsors may be contacted by CIBSE for confirmation of their support of the applicant.

I confirm that I have seen the original qualification certificates referred to in the application and have initialled photocopies of them.

Name of sponsor

I confirm my support for this application at the grade applied for and have known the applicant for  years. I consider that the candidate is competent in the A-E criteria and I have carefully read the sponsor guidance in the factsheet A20.

I confirm that I am:

- CIBSE member (ACIBSE/MCIBSE/FCIBSE)
- IEng/CEng registrant
- Professionally registered within the construction industry\*

Home address

Post code

Country

Telephone No

Email

Date of Birth  DD /  MM /  YY

Signature

Date

DD /  MM /  YY

**Sponsor's Institution Membership** (if applicable):

Name of Institution:

CIBSE membership No (if applicable)

EngC registration grade/registration number

\*If you are professionally registered with a non-Engineering Council nominated institution, please send a copy of your registration certificate with this application.

## DEMONSTRATION OF COMPETENCIES (ACIBSE/IENG) TO BE COMPLETED BY THE SPONSOR

Please indicate below how the applicant has demonstrated, through your experience, the levels of competence required, as set in the UK-SPEC, relative to the grade of membership and/or registration for which the applicant is applying.

**A – Use a combination of general and specialist engineering knowledge and understanding to apply existing and emerging technology**

**B – Apply appropriate theoretical and practical methods to design, develop, manufacture, construct, commission, operate, maintain, decommission and re-cycle engineering processes, systems, services and products**

**C – Provide technical and commercial management**

**D – Demonstrate effective interpersonal skills**

**E – Demonstrate a personal commitment to professional standards, recognising obligations to society, the profession and the environment**

## FEES

Please visit [www.cibse.org/fees](http://www.cibse.org/fees) for details of all subscription, application, interview and Engineering Council fees.

All applicants must include payment for the following:

- Application fee (if not already a CIBSE member)
- Interview fee
- Annual Subscription fee for ACIBSE
- Engineering Council IEng registration entry fee (if applicable)

All subscription fees run on an annual basis from 1st January to 31st December each year. If you have already paid the annual subscription for another grade, the difference between this rate and the new grade rate is payable here. Fees are not dependent on date of joining and therefore not prorated. All application fees are non refundable.

Payment can be made by cheque payable to CIBSE or by completing the debit/credit card details below:

### Credit Card Payers

- Your application and interview fees will be debited on receipt of your application.
- Your subscription and Engineering Council fees will be debited when your application has been approved.

Please tick:

Mastercard  Visa  Visa/Delta  Maestro

Please note: we do not accept Amex or laser cards

Card Number

Valid from  MM /  YY Expiry Date  MM /  YY

Issue Number (For Maestro only)  Security Code

Address details card is registered to

Post code

Country

Please debit card to the amount of £

Signature of Cardholder

Date

DD /  MM /  YY

## APPLICANT'S DECLARATION

I certify that the information in this application and supporting documents are correct. I agree that, in the event of my election to any class of membership of the Chartered Institution of Building Services Engineers, I will be governed by the provisions of the Royal Charter and By-laws as they are now formed or as they may be hereafter altered; that I agree to abide by the Code of Professional Conduct, which can be found at [www.cibse.org/code](http://www.cibse.org/code), and do all in my power to advance the objects of the Institution; providing that whenever I shall signify in writing to the Director of Membership that I wish to withdraw from the Institution, I shall, after payment of any arrears which may be due by me at that period, be free from this obligation.

Signature

Date

DD /  MM /  YY

**NB.** In the event of it coming to light that information supplied on this form is inaccurate, CIBSE reserve the right to withdraw membership of the Institution and discipline the applicant under the Code of Professional Conduct.

## DATA PROTECTION

The information you provide in this application form will be used by CIBSE and its regions or administrative agents for administrative and membership purposes or as required by law. We will use your information to keep you up to date with news and developments in the industry, via email and post.

We do not sell lists of our members, but may pass your details on to CIBSE regions acting on CIBSE's behalf as well as third parties who work with CIBSE closely. If you do not wish to receive mailings or emails from CIBSE please opt out below:

I do not wish to receive mailings from CIBSE

I do not wish to receive emails from CIBSE

I do not wish to receive mailings (including emails) from third parties approved by CIBSE relating to products and services that are relevant to my membership.

CIBSE seeks to provide the best possible support to candidates. From time to time, we use applicants' material to illustrate best practice. All material is anonymised. If you do not wish your application to be used for this purpose, please tick here

## SUBMITTING YOUR APPLICATION:

Please submit ONE copy of your application and supporting documents via email and ONE hard copy by post.

### POST ONE COPY OF YOUR APPLICATION TO:

Membership Department  
Chartered Institution of Building Services Engineers  
222 Balham High Road, London, SW12 9BS, UK

### AND EMAIL ONE COPY OF YOUR APPLICATION TO:

membership-apps@cibse.org

DO NOT BIND OR STAPLE DOCUMENTS

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## CIBSE HQ USE ONLY: